Office of the
University Registrar

EN-22A-201805

COURSE CREDITING FORM

(for UNDERGRADUATE STUDENTS only)

Graduating: YES ☐ NO ☐

PLEASE PRINT

PERSONAL INFORMATION		ACADEMIC INFORMATION	
LAST NAME		ID NO.	
FIRST NAME		COLLEGE	
MIDDLE NAME		PROGRAM	

TRANSFER CREDITS FROM

NAME OF INSTITUTION

ADDRESS

IN SCHOOL ATTENDED			DE LA SALLE UNIVERSITY	
COURSE TITLE TAKEN	UNITS	AY / TERM	EQUIVALENT COURSE TITLE / CODE	UNITS

TERMS AND CONDITIONS

1. Courses taken in other schools by transferees may be credited, provided that the number of units to be credited does not exceed 20% of the total number of units required in the program at DLSU.
2. Only the grades in courses taken in DLSU shall be included in the computation of the Cumulative Grade Point Average (CGPA).
3. In order to graduate with honors, 80% of the total credits earned toward the degree must have been earned in residence at DLSU.
4. Courses taken from another school should be credited on the first term of studies at DLSU. No other course taken from another school may be credited subsequent to this approval.

I have read and understood the terms and conditions for the crediting of courses and agree to the same.

SIGNATURE OVER PRINTED NAME / DATE 1

CHECKLIST OF ATTACHMENTS (For Transferees)

☐ *Original or Certified True Copy of Transcript of Records or Certification of Courses Taken*

☐ *Certified True Copy of course description or syllabus of the course(s) taken in another school AND syllabus of the equivalent course(s) in DLSU*

☐ *Academic flowchart of program*

APPROVAL (IN SEQUENCE)

VICE DEAN — DATE

SIGNATURE OVER PRINTED NAME 2

ASSOCIATE REGISTRAR — DATE

SIGNATURE OVER PRINTED NAME 3

IMPORTANT

1. This form must be accomplished completely in triplicate.
2. This form will not be accepted at the Enrollment Services Hub without the necessary signatures and attachments.
3. The student should claim a copy of the approved form (for reference purposes) from the Office of the Vice Dean 2 weeks from submission to the Hub .
4. This form is deemed valid and official only if it bears the stamp or signaure from the Office of the University Registrar.

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